



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E Ramirez Jr. Juvenile Justice Center -330 Juv Prob **DATE:** 12/13/2011

CURRENT POSITION TITLE: JCCC Monitor **CURRENT SLOT. #:** 053,054,055,056

REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 5,850 x 4 \$ 23,400.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other 1100-423-60-330-002-0-XXX

POSITION Type:

Full Time Employee Part Time Employee
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ 7.50 x 780 = 5,850.00 @
 Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>01/01/2012</u>	<u>07.01.12</u> 06/30/2012	<u>Shift varies</u>	<u>15</u>	<u>6 months</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Continuation of program and workload

NEW POSITION: Brief job description and attach a copy of the new job description.

see copy of job description + filing, regular office duties, assist coordinator of the JCCC Program



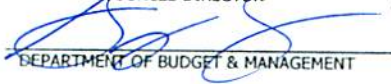
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		12/13/11			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES <input type="checkbox"/> NO
2.		12/27/11			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO
3.		12/22/2011			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez Jr. Juvenile Justice Center -330 Juv Prob **DATE:** 12/13/2011

CURRENT POSITION TITLE: JCCC Monitor TJPC-A, TJJD **CURRENT SLOT. #:** T030,T031

REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Extension

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 5,850 x 2 \$ 11,700.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 1294-423-60-330-010-2-XXX

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114

Full Time Temporary Object 121
 Part Time Temporary Object 122

Enter hourly rate for temp. positions
 \$ 7.50 x 780 = 5,850.00
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2012	06/30/2012	Shift varies	15	6 months
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Continuation of program and workload

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT

DATE 12/22/11

2. HUMAN RESOURCES DIRECTOR

DATE 12-27-11

1. DEPARTMENT HEAD

DATE 12/13/11

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

COMMENTS: (Any comments you wish to make regarding this request)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

NEW POSITION: Brief job description and attach a copy of the new job description.
see copy of job description + filing, regular office duties, assist coordinator of the JCCG Program